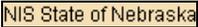
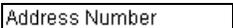


## Customizing A Grid Lesson

1.	<p>In this exercise we will the grid through the Address Book Inquiry screen. Grids can be customized all through out NIS.</p> 
2.	<p>Click the <b>Customize Grid</b> tab.</p> 
3.	<p>It is recommended that you create a format named Default to preserve the standard grid format for easy reference, then create other tabs with special formatting. Never change the formatting on the Default Format.</p> <p>Click the <b>Create</b> button.</p> 
4.	<p>Delete the name in the Grid Format Name field.</p>
5.	<p>Enter "<b>Default</b>" into the <b>Grid Format Name</b> field.</p>
6.	<p>Click the <b>OK</b> button.</p> 
7.	<p>Now that you have created a Default grid with the default format you can create a customized grid.</p> <p>Click the <b>Create</b> button.</p> 
8.	<p>Name the custom grid you are creating by typing it in the <b>Grid Format Name</b> field.</p>
9.	<p>You can select the categories you would like to be displayed as columns. There are two lists displayed: <b>Available Columns</b> and <b>Display and Order</b>. <b>Available Columns</b> lists all columns that can be included in your customized format. <b>Display and Order</b> shows the columns, in order, in your customized format.</p>
10.	<p>The up and down arrows under the <b>Display and Order</b> list will change the order in which a column is displayed. To change the order of a column, select the column and then click the up or down arrow to move it.</p>
11.	<p>The double arrows pointing to the right will add everything from <b>Available Columns</b> and the double arrows pointing to the left will remove all columns from <b>Display and Order</b>.</p>
12.	<p>The single arrow pointing to the right will add one column at a time from <b>Available Columns</b> and the dsingle arrow pointing to the left will remove one column at a time from <b>Display and Order</b>.</p>
13.	<p>Another custom feature is you can change the color of a specific column and how the text displays in that column.</p>
14.	<p>First you need to select a column in the <b>Display and Order</b> field you would like to change.</p> 

15.	After selecting a column from the <b>Display and Order</b> field the selected column will display in the <b>Selected Column</b> field.
16.	Click the color you would like the column to be in the spectrum bar under <b>Column Color</b> . 
17.	Click the color you would like the text to be in the spectrum bar under <b>Text Color</b> . 
18.	Click the <b>Update Style</b> button. 
19.	The updated style will display in the <b>Selected Column</b> field.
20.	You can change the color on all of columns in the <b>Display and Order</b> field. Select the next column to customize by clicking on it. 
21.	Click the <b>Spectrum Bar</b> button. 
22.	You can change the font to be bold, italic, underlined, or have a strikethout. To select one or more of these font options click the check box next to the option. 
23.	Click the <b>Spectrum Bar</b> button. 
24.	Under the <b>Data Sequencing</b> heading you will see two lists: <b>Available Columns</b> and <b>Sequenced Columns</b> . <b>Available Columns</b> lists all columns that can be included in your customized format. <b>Sequenced Columns</b> shows the columns, in order, by which the records will be sorted.
25.	Use the arrows between the fields to add or remove columns. Use the up and down arrows below the <b>Sequenced Columns</b> field to change the order of the sequenced columns.
26.	The sequence will be descending by default. You can change it to ascending by clicking the <b>Ascending</b> check box.
27.	When you are finished click the <b>OK</b> button. 
28.	The grid formats you created will be displayed in the <b>Select Grid Format</b> field. Click on the grid you would like to use.
29.	After ensuring the grid you would like to use is selected click the <b>Close</b> button. 
30.	The grid format you selected will be displayed in the <b>Customize Grid</b> field.
31.	We are going to populate the grid so we can see the changes we made. Remember this lesson is using the Address Book Inquiry.  Click in the <b>Search Type</b> field. 

32.	We are going to search for "facilities." To do so enter " <b>F</b> " into the <b>Search Type</b> field.
33.	Click the <b>Find</b> button. 
34.	Once the grid is populated it will display with your customized grid format.
35.	You can change the grid format by selecting a different grid format from the drop down <b>Customize Grid</b> field.  Click the <b>Customize Grid</b> list. 
36.	Click the <b>Default</b> list item. 
37.	You will notice the grid displayed changes to the Default setting.
38.	You can modify or delete a custom grid. To do so click the <b>Customize Grid</b> tab. 
39.	To modify a grid click on the grid in the <b>Select Grid Format</b> field and then click the <b>Modify</b> button. You will then be able to make the change you would like to the grid and save them.
40.	To delete a grid format you first need to select the grid in the <b>Select Grid Format</b> field by clicking on it. 
41.	After selecting the grid click the <b>Delete</b> button. 
42.	The selected grid is no longer displayed in the <b>Select Grid Format</b> field.
43.	When you are finished click the <b>Close</b> button. 
44.	Click the <b>Close</b> button. 
45.	You have successfully completed this lesson. <b>End of Procedure.</b>